



<b>YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING. PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR.</b>	
Job applying for (Ref No)	Real Estate Management Coordinator, based at RITC, Croughton, Northamptonshire (10/33)
Title (Dr/Mr/Mrs/Ms/Miss/Other)	
Full Name	
What is your citizenship?	
Are you a dual national?  If yes, please provide details of your nationalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No   
What document(s) do you possess allowing you the legal right to work in the UK?  <b>NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.</b>	<div>           British Passport      <input type="checkbox"/> Yes      <input type="checkbox"/> No         </div> <div>           Other      <input type="checkbox"/> Yes      <input type="checkbox"/> No            If yes, please specify _____         </div> <div>           UK Visa      <input type="checkbox"/> Yes      <input type="checkbox"/> No             Type _____         </div> <div>           Issue Date _____         </div> <div>           Expiry Date _____         </div> <div>           Restrictions (if applicable) _____         </div>
Email	
Home Address	

Daytime telephone No	
Where did you learn about this job vacancy?	<p><u>Newspaper</u>  <input type="checkbox"/> Yes                      <input type="checkbox"/> No  If yes, please specify _____</p> <p><u>Visiting a Non-US Embassy Website</u>  <input type="checkbox"/> Yes                      <input type="checkbox"/> No  If yes, please specify _____</p> <p><u>Visiting the Embassy website</u>  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><u>Word of mouth</u>  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>
Do you have a full UK/EC/EEA Drivers' License? Please note, a provisional license or non UK/EC/EEA license will not be accepted and your application will not be progressed further.	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in which country was your license issued?  Do you have any penalty points? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how many?
Qualifications:  Do you have 4 GCSE's/High School Diploma or an equivalent qualification?  Please provide details – Institution, qualification and grade.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which computer packages are you familiar with?	
Do you know how to operate a digital camera?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Do you have general office based work experience in a customer service oriented environment?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please detail how you have gained this experience.</p>
<p>Do you have any supervisory experience?</p>	<p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If yes, please provide details below.</p>
<p><b><u>Please provide two references.</u></b> If the interview panel determines that you are the best person for the job, your past two most recent employers will be contacted and asked to provide employment references for you prior to a tentative offer of employment being made</p>	<p><b><u>Reference 1:</u></b>  Name:  Address:  Telephone No:  Email:</p> <p><b><u>Reference 2:</u></b>  Name:  Address:  Telephone No:  Email:</p>

**PLEASE ATTACH CURRENT CV WITH THIS FORM**